

Wayne County Correctional Facility

Job Description

TITLE: Food Service Worker
DEPARTMENT: Food Service
REPORTS TO: Food Service Supervisor

Job Summary: (Role and Mission Summary)

The food service worker is responsible for the preparation and delivery of inmate and staff meals, while maintaining a safe and sanitary environment.

Essential Job Functions:

Meal Preparation:

The Food Service Worker is to assure the correct preparation and service of inmate and staff meals. This is normally completed with inmate assistance. This includes, but not limited to, proper use of all food service equipment, ability to prepare all food items in a quality manner, and direct and supervise inmates to achieve tasks.

Equipment Inventory

The Food Service Worker is responsible for taking inventory of selected dining and culinary equipment, and to report missing items to the Food Service Supervisor and Shift Sergeant.

Food Safety and Sanitation

The Food Service Worker shall possess the knowledge of safe food handling and must be able to monitor and enforce this. He/she will maintain a clean and sanitary work environment at all times, and is responsible for thorough end-shift clean up and re-stocking.

Inmate Supervision

The Food Service Worker is responsible for supervising, directing, and monitoring the activities of inmates. He/she shall report any misconduct to the Food Service Supervisor.

Acting Food Service Supervisor

The Full-Time Food Service Worker shall learn and be capable of the duties of the Food Service Supervisor, and shall perform those duties when extended absence is taken by the Food Service Supervisor.

Work Environment:

The duties of this position require frequent direct contact with individuals in confinement who are suspected or convicted of offenses against the criminal laws of the Commonwealth of Pennsylvania. Daily stress and exposure to potentially dangerous situations, such as, physical attack are an inherent part of the position. The Wayne County Correctional Facility is a 24 hour, 7 days per week operation and as such various shift work schedules may be applicable to this position.

Minimum Qualifications Required:

Education and Experience:

Minimum of two years in lead food service position preferred as well as Formal culinary training

License(s) and Certificate(s):

- A valid driver's license
- ServSafe Food Safety Manager certification (exam proctor will be provided if not certified upon hire)

Knowledge, Skills, and Abilities:

Knowledge:

- Prison Policy and Procedure
- PA Department of Corrections Minimum Standard and Operational Procedures for County Prison Food Service (Title 37)
- Fundamental Culinary Operation Procedures
- Food Safety Procedure

Skills:

- Basic Computer and Word Processing
- Medium-Volume Institutional Food Preparation
- Time management and multi-tasking
- Interpersonal communications

Abilities:

- Direct, motivate, and supervise work detail inmates
- Communicate effectively verbally and in writing
- Establish and maintain effective working relationships with individuals, coworkers, other agencies, and the public
- Work in a highly stressful environment
- Work with confidential information

Physical Abilities:

- Stand for extended periods
- Bend, kneel, or stoop
- Lift in excess of 20 pounds

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified.

The qualifications listed above are guidelines. Other combinations of education and experience, which could provide the necessary knowledge, skills, and abilities to perform this job, should be considered.